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Minimum Qualification Specifications  
for the Class:

ASSISTANT BOATING AND OCEAN RECREATION DISTRICT MANAGER  
(ASST BOAT&OCEAN RECR DIST MGR)

**Prerequisite Knowledge and Abilities Required:**

Knowledge of: Basic requirements for the safe operation of seagoing vessels and boating requirements in harbor facilities.

Ability to: Understand and apply federal and State laws, rules and regulations pertaining to boating and ocean recreation activities; assist in the operation of a district-wide boating and ocean recreation program; identify problems, gather and analyze facts, draw sound conclusions, and make appropriate recommendations; establish and maintain effective working relationships with individuals, groups and representatives of government agencies, businesses, organizations and the general public; prepare clear and concise reports; speak effectively before groups and individuals; and safely operate a small boat and a motor vehicle.

**Basic Education Requirement:**

Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described under the Experience Requirements below, or any other progressively responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level, and quality as to assure the possession of comparable knowledge, skills and abilities. The education or experience must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements:**

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below.

General Experience: Two and a half (2-1/2) years of progressively responsible professional work experience which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem solving methods and techniques, identify alternatives, use judgement in determining appropriate alternatives, and prepare clear and concise written reports and recommendations for action.

Of the two and one-half (2-1/2) years of experience described above, at least one (1) year must have involved experience in a small boat harbor or related marine program which involved the interpretation and application of rules, regulations and procedures; identifying and resolving problems and conducting studies on marine or boating related activities involving the safe use of ocean waters, navigable streams, and beaches; and monitoring and evaluating programs and activities concerned with the safe operation of marine vessels in and around harbors to ensure efficient and effective operations and meeting of goals and objectives.

**Substitutions Allowed:**

A master's degree from an accredited college or university may be substituted for one (1) year of the General Experience, but not for the marine/boating experience.

**Supervisory Aptitude Required:**

Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

**License Requirement:**

Type 3 or higher State of Hawaii Motor Vehicle Driver's License.

**Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

**Mental/Emotional Requirements:**

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the class ASSISTANT BOATING AND OCEAN RECREATION DISTRICT MANAGER (ASST BOAT&OCEAN RECR DIST MGR).

DATE APPROVED: \_\_\_\_\_  
JAMES H. TAKUSHI  
Director of Human Resources Development